










Netiquette for Zoom Class Sessions and Other Teleconferences

In the interest of a successful online meeting for all, we ask you to observe a few rules.

The actual instructions given by the lecturer do prevail.

	Log in ahead of time	Please log in well in time and check your sound and video settings beforehand.
	Check your appearance	Protect your privacy and present yourself and your surroundings (sight and sound) in a way that is appropriate for the situation.
	Do not record without permission	Recordings of meetings of any kind or duration are only permitted if the lecturer has given their explicit approval and all participants have agreed as well. The further distribution of recordings, even if these themselves were permitted, is also <u>not</u> allowed without express permission.
	State your full name	To let the others know who you are, state your real, first and family name.
	Mute your microphone	Only turn on your microphone when you need to speak. This helps eliminate background noises.
	Turn on the video function	Communication works better when everyone can see one another, so please turn on the video function. In some classes, such as laboratories, this may be a necessary requirement.
	Use hand signal	Report by hand signal before you speak. A free discussion is hardly possible with large groups.
	No multitasking	Generally, a virtual meeting moves at a somewhat slower pace than an in-person one. Try not to get impatient, or to start 'multitasking' on your computer - your full attention is required.
	Speak or "chat"?	The chat function is good for short feedback and questions during an online class, and also for 'passing remarks.' Writing, however, takes up time and impedes the ongoing discussion flow. Therefore, speak up wherever useful.